

DPW commissioners

July 30, 2013

All Commissioners, the DPW Director & Asst. Director were present.

Approval Items: Commissioner Reed moved to accept the 7/10/13 minutes, Commissioner Sena seconded, Vote: 3-0.

7:10 Open Session

Kathleen McConnell, 1 Evan's Way, inquired about work done to improve the road; she said she was thankful that some pot holes had been repaired. She stated that she is happy with the work that has been done; she is wondering what's next. Director Parisi stated that they're trying to organize the entrance, identify the boundaries of the property lines; and layout some structured parking. J. Parisi stated that while repaving is planned, for now some potholes are being repaired.

Ted Tarr, 156 Main Street, inquired why the Back Beach bathrooms are not open. Director Parisi said that the bathrooms are under construction so temporary facilities have been placed there. Storm damage has been taking up the time of the DPW staff; they hope to be able to get to the bathrooms over the next several weeks.

New Business:

DPW Articles for Town Meeting:

1. Pigeon Cove Seawall & Breakwater Repairs, an additional \$800,000 is needed for additional repairs for damage caused by the 2/13 blizzard. \$1.4 is the total cost for both storms (currently have \$550,000). FEMA will reimburse the town for 75% of the costs. Towns generally appropriate the full amount of the project and wait to be reimbursed.
2. White Wharf Seawall – there was some damage, some funding existed. Some short term repairs were performed and now longer term repairs are planned. \$85,000 was already appropriated for the design. Now the plan is to consolidate the \$33,141 short term repair funds and the balance of the 84,893.75 for the long term design and engineering funds, for a combined total of \$118,034.75 for damage and repairs. The plan is to repair the seawall to the current footprint. The dredging of the harbor was moved to the next year's budget.
3. Storm Damage to public roads in the amount of \$30,000; this is a small project. T. Olson stated that FEMA provides 90% of the 75% and leaves 10% of the 75% for the close out once they receive the required documentation.
4. Storm Damage Repairs to Parks and Beaches in the amount of \$32,375.
5. Granite Pier Revetment & Granite Pier Tip – the town appealed FEMA's denial; there is another 60 day deadline to appeal the denial. FEMA lowered their original number after reviewing it. Additional funding is needed to pay for the FEMA reimbursement shortfalls for the granite pier revetment repair project in the amount of \$132,158.82 and for the Granite Pier Tip Project in the amount of \$10,634.58 for a combined amount of \$142,793.40.

Commissioner Reed questioned if this could wait for the Spring Town Meeting or if it needs to be on the warrant for Fall Town Meeting. J. Parisi said FEMA is going to look at the FY '13 year end account balances and see those deficit amounts. We would need to be in a position by June of 2014 to resolve

the issue; the Finance Committee will need to address this. Chairman Gardner said this would need to be wrapped up into borrowing of some kind; it's over \$1M in total.

Director Parisi stated that there is a meeting with FEMA this Thursday. They may provide some indication of timeframes and what the amounts will be on these projects. He stated that the Town of Rockport has a new Project Specialist assigned to the town from FEMA.

Bear Skin Neck Breakwater – T. Olson said that this is 7th or 8th on the list; we've been told that we are funded. T. Olson said this should be on the schedule for the fall of 2014.

Chairman Gardner inquired about Long Beach and keeping the wall in place. Director Parisi said currently there is sufficient sand covering the footing.

Renewal Energy & Efficiencies Opportunities to reduce long term water & sewer rates. Commissioner Sena said we had talked about National Grid doing surveys on all town owned buildings (electric and/or energy conservation). Director Parisi said a couple of months ago we agreed to join a state program to review our usage; we need to look at bringing those costs down. It was questioned if Todd Oil would come in and survey each site; Todd Oil services the systems as well. The building survey should accomplish this as well.

Commissioner Reed questioned if the buildings have thermostats that are accessible or are they programmed to go on and off automatically. It was questioned if central monitoring is possible, and how much oil is used for each building. The Community Building is a huge user of oil for heat and water.

Chairman Gardner said the Finance Committee is going to want, for the next budget year, the expenditures for all these buildings. It was commented that the Building Study Committee hasn't met in quite a while.

Kiosks: Commissioner Reed presented City Hall Systems, cloud coverage maintains it. The Rockport Treasurer's Office is currently using this vendor. They will build a website for the town and customize it so people can buy their beach stickers, trash stickers, etc., on-line. They handle the whole process and respond to issues when there are problems with the program. Revenue Collection Software, perhaps there could be a \$5.00 flat fee, and a percentage for credit cards. Commissioner Reed said they have the ability to verify if the individual purchasing the ticket is a resident of the town. One question is how to get stickers in a hurry and how long would it take. This would free up staff members at town hall that are now spending time to handle the administrative tasks related to these functions. Chairman Gardner said we had talked about eliminating these fees and building these costs into the rate. Let's look into if we can have one or more Kiosks for immediate purchases before any decision is made. Commissioner Sena recommended contacting the vendor that has been working on the parking meters. It was questioned why we care if individuals that are purchasing stickers are residents or not. When the cost of the sticker only paid for a portion of the costs, it made sense to verify that only residents were using the system; if we charge the whole cost directly, do we care. Director Parisi recommended having this vendor come to Rockport to present their system to the staff members that are currently handling these functions.

Community House Facilities Manager: This is a stipend position; on call and available 24 hrs/day. The Commissioners discussed that this individual will be enforcing the rules of the Community House and

recommended that this position not report to the DPW. The primary tasks are opening and closing the building, making sure that the building is in appropriate condition before the various functions, and contacting all those interested in renting the building and coordinating payment.

Community House Rules and Information: It was recommended that the \$50 for every 15 minutes a Lessee is late be revisited, and if the janitor fee for the kitchen is double dipping. It was questioned why those renting the building cannot bring their own food. The consensus was that the extensive list of rules might discourage individuals from using the building.

Chapter 90: J. Parisi stated that they met with the paving contractor and found that there are roads that are going to need a lot more work, than initially planned, so the list of roads has been scaled down for milling projects: Parker St, 5 Corners to Clement Street, Jerden's Lane, #3, #9, and handicap ramps at school, South Street, #50 to Country Club Drive, South Street, Marion to Oak's Circle, Oak's Circle to Den Mar, South St and Jerden's Lane, South Street to entrance at Dean Street, #44 Mt. Pleasant to #4 South Street (\$124,586.03). Road reconstruction and handicap ramps are just on Martha's Lane, Seagull Street, Canterbury Lane (\$181,970). The total amount of above proposed work locations is \$306,556.03, the total available Chapter 90 Funds are \$598,480; the remaining balance of Chapter 90 Funds is \$291,923.97.

Chairman Gardner said he is concerned about getting Summer Street done. T. Olson stated that Summer Street is a huge project, it could need surveying; the other projects are smaller projects.

Removed for Year 2 work for redesign and construction:

Granite Street – Dr. Run intersection

Granite St, #35 to #45

Marshall Street, entire length

Summer Street, #2 to #7

Summer Street @intersection with Prospect Street

Summer Street @ intersection with Jerden's Lane

Commissioner Sena said he doesn't want to put Summer Street off for another year; it was a priority and now it's being delayed.

Chairman Gardner said next year we should have \$300,000 remaining.

Commissioner Sena said engineering costs will be necessary. Commissioner Sena requested that T. Olson get a cost per foot for Summer Street, full depth, to him as soon as possible. He stated that if Summer Street is put off for one year, fuel and labor costs will only go up; the funding was cut in half this year.

Director Parisi said a decision needs to be made within a few days. T. Olson said we can say we need it done by 8/28/13.

Project Mgmt Software:

Commissioner Reed spoke about the number of licenses. He said the town has one license; it's the Town Administrator's. Chairman Gardner said that the Town Administrator said she would find a way to get the needed licenses. Commissioner Reed said we should go with Microsoft project; we want the cloud version. A 10-person license would probably cover the town's needs. It was mentioned that the

GIS Manager is starting on Monday. It was recommended to let the IT staff get involved and let them know what's going on.

Capital Project List:

J. Parisi stated that there are pre-bid meetings scheduled as follows: 8/6/13 for Millpond dredge/improvements, 8/13/13 for the water needs assessment and 8/20/13 is for the Long Beach sediment transport study.

Chairman Gardner said he had a conversation with W. Hess who had a conversation with M. Vieira regarding Long Beach. He continued that the Town Administrator and the Asst. to the Town Administrator have put together a detailed analysis of all potential scenarios. Commissioner Sena said defining lot lines will be necessary depending on the leases.

A Managers' Meeting is planned in a few weeks; the performance review process is on the agenda.

9:35 pm Commissioner Sena moved to adjourn, seconded by Commissioner Reed, Vote: 3-0.

Next meeting: Wed., 8/14/13 at 7pm in the Community Room at the Police Station.

Tickler list:

August, 2013	Roads to be repaired
August, 2013	Sewer hookup priorities
August, 2013	Sewer use regulations
August, 2013	FY '15 Operational Budget review
August, 2013	Community House Cleaning
September, 2013	Revenue Collection Software/separate charges for drop-off
September, 2013	FY '15 Capital budget review
September, 2013	Director's Performance Evaluation